

Hall of Records
CommissionREQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C 317PAGE
NO. 1

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

PEOPLE'S COURT, Upper Marlboro

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

MOTOR VEHICLE DOCKETS AND RELATED PAPERS

Size: Dockets: 11" x 16½" x 1"; Papers: Miscellaneous sizes
Quantity: Dockets: 250 cu. ft.; Papers: 90 document files
Dates: 1937...
File Arrangement: Chronological

The Motor Vehicle Dockets are supplied by the Department of Motor Vehicles to the Maryland Courts having original jurisdiction in motor vehicle cases. The dockets contain an average of 250 pages. The earlier dockets were actually printed forms for entries to be made by the clerk of the court in which cases were tried. In the later dockets, blank pages were substituted for forms, the record copy (#1 below) of the Maryland Uniform Traffic Summons was stapled in the book as the record entry, and hand entries were discontinued.

The Maryland Uniform Traffic Summons (arrest ticket) is prepared in sextuplicate by the issuing officer and distributed as follows:-

- #1. White original - Court copy: Retained by the court; it is the record copy and after disposition of the case becomes the docket entry.
- #2. Gold copy - Police headquarters copy.
- #3. Yellow copy - Department of Motor Vehicles copy: Forwarded to the court with the white original (#1) and, after disposition of the case, returned to the officer who issued it, with notation of disposition of the case. The local police headquarters then forwards this copy to the DMV for closing out the copy in the DMV "suspense file" (#6, below).

(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

APR 18 1968

Date

Monica E. Rueloff

Archivist

May 21, 1968

Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 317
PAGE 2
NO.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

4.
Item
No.

1 (cont.)

#4. White copy - Defendant's copy: given to defendant at time of arrest.

#5. Pink copy - Arresting officer's copy: After disposition of the case, the lower portion of this is detached by the officer, with notation of disposition, and forwarded to local police headquarters to close out copy #2, above.

#6. White copy - DMV "suspense file" copy: Accompanies #2 copy to police headquarters, where it is immediately forwarded to the DMV to establish the "suspense file," which is later closed out by the #3 copy above.

Disposition of Motor Vehicle Dockets and related papers was provided for by the 1965 General Assembly (Annotated Code of Maryland, 1957 Edition, as amended, Art. 52, Sec. 31).

RECOMMENDATION: RETAIN DOCKETS AND RELATED PAPERS FOR FIVE YEARS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

RECEIPT & DISBURSEMENT JOURNALS (LEDGERS)

Size: 11½" x 14" x 2" post binders

Quantity:

Dates: 1963...

File Arr.: Chronological

Audit: County audit; also subject to DMV and State audits

Prior to November 1, 1966, two series of journals were kept:- one for criminal cases, and one for those involving motor vehicles, with detailed individual entries. Beginning in November, 1966, criminal and motor vehicle cases were combined in the journals, giving as receipts the total amounts collected for fines, costs, and collateral deposited, with individual entries only for appeals, transfers, and refunds. Disbursements are shown as made to State and county agencies and others entitled to receive a portion of moneys collected under the law.

No entries are carried in these financial records for salaries or supplies, as these expenditures are made directly by the Board of County Commissioners on requisition from the People's Court.

Since these are the only records covering the financial operation of the Court, it is recommended that they be permanently retained.

RECOMMENDATION: RETAIN RECEIPT AND DISBURSEMENT JOURNALS PERMANENTLY.

HALL OF RECORDS COMMISSION
APPROVED

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 317
PAGE
NO. 3

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item
No.

3
GENERAL ACCOUNTING RECORDS

Size: Varied
Quantity: 15 cu. ft.
Dates: 1950...
File Arr.: Chronological
Audit: By County; also subject to State audit

This record series contains all agency accounting papers and forms, as well as standard State accounting forms, some of which are supporting data to the permanently retained general ledgers or other books of final entry. These records have value only for the three-year statutory limitation period or, if subject to audit, for three years or until audited, whichever is later.

All or some of the following accounting records will be found in this agency:-

Paid bills and invoices
Receipt copies and stubs
Bank books, statements and deposit slips
Cancelled checks, check copies and check stubs
Reconciliation and trial balance sheets
Budget papers and work sheets
Requisitions and purchase orders
Periodical financial reports to local and State agencies
Withholding tax forms and statements
Monthly balance sheets
Financial memos of Committing Magistrates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION